

<b>COMSCINST 7000.11B</b>	<b>COG CODE N1</b>	<b>DATE 22 OCT 1992</b>
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**DEPARTMENT OF THE NAVY**  
 COMMANDER MILITARY SEALIFT COMMAND  
 WASHINGTON NAVY YARD BLDG 210  
 901 M STREET SE  
 WASHINGTON DC 20398-5540

COMSCINST 7000.11B  
 N1  
 22 October 1992

COMSC INSTRUCTION 7000.11B

Subj: PAYMENT OF DUES AND FEES TO PROFESSIONAL ORGANIZATIONS

Ref: (a) Navy Comptroller Manual, Vol. 4  
 (b) Joint Travel Regulations  
 (c) CPI 410.8  
 (d) FPM 410.8  
 (e) COMSCINST 12410.16C

Encl: (1) List of COMSC approved professional organizations  
 (2) Request and Approval for Attendance at Meetings, OPNAV 5050/11 (Rev. 6-83)

1. Purpose. To provide policies and procedures regarding payment of dues and fees to professional organizations.

2. Cancellation. COMSCINST 7000.11A.

3. Information

a. Paragraph 04080819.5 of reference (a) allows payment dues or fees for an activity in a professional organization if that membership is of direct benefit to the activity in carrying out its mission. Membership fees for social or public relations purposes are not authorized.

b. In accordance with paragraph C4708 of reference (b), expenses for entertainment, social events and other personal items of expense in connection with attendance at meetings are not reimbursable except when they are inseparable from attendance at the functions of the meetings.

c. References (c) through (e) authorize and describe procedures for attendance on individual basis by government personnel at professional organization meetings, seminars, conferences and training.

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4. Policy

a. Approval is authorized for command membership in the professional organizations listed on enclosure (1). Payment may be made in accordance with references (a) and (b).

b. Approval for command membership in professional organizations not listed in enclosure (1) must be obtained from COMSC prior to application. Background information on the particular organization must be attached with its letterhead or membership application which will delineate the purpose of the organization, its goal, its non-discriminatory practices, that membership will be in the name of the organization (COMSC, Area Commands, etc.).

c. Individual membership dues or fees will not be paid by COMSC and are not authorized. Membership must be registered in the name of the activity and identified to an organizational position or title. Individual employee names may not be identified when the department pays for/purchases a professional organization membership.

5. Action

a. Directors of MSC Headquarters, MSC Central Technical Activity (MSCCENTACT) and Area Commanders will submit requests for command membership in professional organizations not listed in enclosure (1) to COMSC (N00) via the Personnel, Manpower and Management Director (N1).

b. COMSC (N1) will maintain a listing of COMSC memberships in professional organizations to ensure that duplications do not occur between Area Commands and/or Headquarters. If a requested membership already exists, N1 will notify the requesting command.

c. Approved requests for membership will be processed through normal procurement channels.

d. Requests for attendance at meetings/functions of a professional organization in which the command holds membership for training purposes must utilize DD Form 1556, "Request, Authorization, Agreement, Certification of Training and Reimbursement." Reference (c), CPI 410.8-2C, provides: "OPNAV 5050/11 should be used to request and authorize attendance at any other meetings and conferences that do not have training of participants as their primary objective." A copy of OPNAV 5050/11 is provided as enclosure (2).

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6. Forms. Copies of OPNAV 5050/11 (Rev 6-83) are available through the Navy supply system (S/N 0107-LF-050-5055).

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SNDL 41B (MSC Area Commanders)

41F (MSCCENTACT)

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**COMSC APPROVED LIST OF PROFESSIONAL ORGANIZATIONS**

**T I T L E   O F   O R G A N I Z A T I O N**

National Defense Transportation Association (NDTA)

Propeller Club

Society of Naval Architects and Marine Engineers (SNAME)

American Society of Testing and Materials (ASTM)

American Society of Safety Engineers (ASSE)

Federal Executive Boards

Association of Banyan Users International (ABUI)

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<b>REQUEST AND APPROVAL FOR ATTENDANCE AT MEETINGS</b>		<i>(See Instructions on reverse side)</i>
1. ACTIVITY AND ADDRESS		2. REFERENCE
		3. DATE
<i>Authorization is requested for attendance at a meeting by proposed personnel. The criteria for attendance at and participation in meetings as set forth in CPI 410.8 for civilian personnel and SECNAVINST 4651.8K for military personnel have been met.</i>		
<b>PART I - MEETING INFORMATION</b>		
4. OFFICIAL TITLE AND OBJECTIVE OF MEETING <i>(Attach announcement)(Continue on back if necessary)</i>		7. SUBJECT MATTER CATEGORIES CPI 410
		MANAGEMENT OR SUPERVISION
		WITHIN SPECIALIZATION
5. NAME AND NATURE OF SPONSORING ORGANIZATION		OTHER <i>(Specify)</i>
6. LOCATION OF MEETING <i>(City and State)</i>		8. INCLUSIVE DATES OF MEETING: FROM: TO:
9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE <i>(If military, give organizational title) (Use reverse for additional names)</i>	11. ESTIMATED COST TO THE NAVY
		a. TOTAL ESTIMATED COST \$ _____  b. ESTIMATE PER PERSON <i>(In accordance with JTR 1)</i> _____  REGISTRATION ..... _____ TRAVEL ..... _____ PER DIEM ..... _____ OTHER ..... _____  TOTAL PER PERSON \$ _____
12. STATEMENT OF BENEFIT TO THE DEPARTMENT OF THE NAVY FOR ATTENDANCE AT OR PARTICIPATION IN THIS MEETING. IF PARTICIPATING, GIVE NATURE AND EXTENT OF PARTICIPATION		
13. STATEMENT AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS <i>(See instructions on reverse side)</i>		DATE
a.		
b.		
c.		
<b>PART II - AUTHORIZATION TO ACCEPT PAYMENT</b> <i>(To be completed if applicable - Civilians only)</i>		
<i>Authorization to accept payment from a Non-Government source in connection with this meeting is requested. The criteria as set forth in CPI 410.7 have been met.</i>		
14. NAME, PAYROLL TITLE, GRADE OR RATING OF CIVILIANS EMPLOYEES)		
15. NAME AND LOCATION OF ORGANIZATION MAKING PAYMENT		
16. AMOUNT AND NATURE OF PAYMENT	17. PURPOSE FOR WHICH PAYMENT IS TO BE USED	
<b>PART III - ACTION BY APPROVING AUTHORITY</b>		
<i>(Any change made in PART I should be explained under COMMENTS)</i>		
18. AUTHORIZATION IS HEREBY GRANTED FOR <input type="checkbox"/> ATTENDANCE AT MEETING <input type="checkbox"/> ACCEPTANCE OF PAYMENT		
19. COMMENTS		
20. SIGNATURE OF AUTHORIZING OFFICIAL <i>(As designated in CPI 410.8 and SECNAVINST 4651.8K)</i>		DATE

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PART 1 - MEETING INFORMATION	
ITEM 4 OFFICIAL TITLE AND OBJECTIVE OF MEETING <i>(Continued from reverse side)</i>	
ITEMS 9 and 10. - SERIES/GRADE, SERVICE RATING (RANK) AND NAME AND PAYROLL TITLE <i>(Continued from reverse side)</i>	
9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE <i>(If military, give organizational title)</i>
<b>INSTRUCTIONS</b>	
<p>1. The following instructions pertain to signatures required:</p> <ul style="list-style-type: none"><li>a. Part 1 - Item 13:<ul style="list-style-type: none"><li>Line a - For the signature of the supervising official initiating action</li><li>Line b - For the signature of the reviewing official when the commanding officer or head of the activity has been authorized to approve requests for attendance at meetings; or</li><li>Line c - For the signature of the commanding officer or head of the activity when the request is forwarded to the management bureau or office.</li></ul></li></ul> <p>2. Part II - Item 14 - names of employee(s) will be entered here regardless of possible duplication of Item 10. There may be instances when not all employees listed in Item 10 will be requesting authorization to accept payment.</p> <p>3. Part III - Item 20 - For the signature of the authorizing official, department or field, to whom authority has been delegated to approve attendance at meetings or to authorize acceptance of payments.</p> <p>4. When military and civilian personnel are included on the same form, a record copy will be forwarded as required for military personnel and for civilian personnel.</p>	